

College of the Albemarle

ELIZABETH CITY, NORTH CAROLINA



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College of the Albemarle

ELIZABETH CITY, NORTH CAROLINA

FIFTH YEAR — 1965-66



The Community Junior College

of

PASQUOTANK COUNTY

— Serving —

THE ALBEMARLE AREA

1965

JANUARY							FEBRUARY							MARCH							APRIL							
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COLLEGE CALENDAR

SUMMER SCHOOL

June 7	Monday, Registration, 7 - 9 A.M.; Classes begin, 9 A.M.
July 14	Wednesday, First term ends
July 15	Thursday, Registration, 7 - 9 A.M.; Classes begin, 9 A.M.
August 20	Friday, Second term ends

FALL SEMESTER 1965-66

September 1	Wednesday, Faculty report
September 3	Friday, Last day to make application for Fall semester without penalty
September 8 - 9	Wednesday, Thursday, Freshmen and transfer students orientation
September 10	Friday, Registration
September 13	Monday, Classes begin
September 17	Friday, Last day for late registration
October 11	Monday, End of refund period
October 22	Friday, Last day to withdraw without penalty
November 5	Friday, Mid-term
November 24	Wednesday, Thanksgiving holidays commence after the last class
November 29	Monday, Classes resume
December 6 - 10	Monday-Friday, Pre-registration for the Spring semester
December 17	Friday, Christmas holidays commence after the last class
January 3	Monday, Classes resume
January 19	Wednesday, Final examinations begin
January 20	Thursday, Last day to make initial application for Spring semester without penalty
January 25	Tuesday, First semester ends

SPRING SEMESTER 1965-66

January 26	Wednesday, Registration
January 27	Thursday, Classes begin
February 2	Wednesday, Last day for late registration
February 23	Wednesday, End of refund period
March 4	Friday, Last day to withdraw without penalty
March 18	Friday, Mid-term
April 13	Wednesday, Easter holidays commence after the last class
April 19	Tuesday, Classes resume
May 23	Monday, Final examinations begin
May 28	Saturday, Class day
May 29	Sunday, Commencement

BOARD OF TRUSTEES

Joseph P. Kramer, Chairman
Clyde Small, Jr., Vice-Chairman
J. Carroll Abbott, Treasurer
Dr. Robert I. Hislop, Secretary

APPOINTED BY THE GOVERNOR

William F. Ainsley, 6/31/69
Vernon G. James, 6/30/71
C. Alden Baker, 6/30/65
M. K. Fearing, Jr., 6/30/65

APPOINTED BY CITY COUNCIL OF ELIZABETH CITY

John Wood Foreman, 6/30/65
Charles M. Gordon, 6/30/65

APPOINTED BY BOARD OF PASQUOTANK COUNTY COMMISSIONERS

H. A. Reid, 6/30/65
Clyde Small, Jr., 6/30/65

APPOINTED BY ELIZABETH CITY SCHOOL BOARD

J. Carroll Abbott, 6/30/67
Joseph P. Kramer, 6/30/67

APPOINTED BY PASQUOTANK COUNTY BOARD OF EDUCATION

J. Henry LeRoy, 6/30/67
John H. Moore, 6/30/67

Robert I. Hislop, President

OFFICERS OF ADMINISTRATION

11

Dr. Robert I. Hislop	President
Dr. Robert A. Barringer	Academic Dean
Walter J. Melko	Dean of Technical and Vocational
Jerome U. Rhees	Registrar and Business Manager
J. Tivis Wicker	Director of Adult Education and Community Services

FACULTY

Aydlett, Clate	Mathematics
<i>B.A., Duke University; Graduate Work, East Carolina College</i>	
Bair, Clifford	Fine Arts
<i>B.Mus., D.Mus., Chicago Music College, American Academy of Teachers of Singing; Mozarteum, Salzburg, Austria</i>	
Bair, Anna	Fine Arts
<i>A.B., B.Mus., Salem College; AAGO; Royal School of Church Music, England</i>	
Barringer, Robert	History
<i>B.S., Wake Forest College; M.Ed., Ed.S., Ed.D., University of Florida</i>	
Boada, Alexandra	French and Spanish
<i>B.A., University of North Carolina; A.M., University of Havana; Graduate Work, University of North Carolina</i>	
Boada, Frank	Drafting and Design Technology
<i>M.S., University of Villanova; Graduate Work, North Carolina State</i>	
Boomer, Hortense	Librarian
<i>B.A., East Carolina College; S.B., Lib. Science, University of North Carolina</i>	
Burgess, Dempsey	Auto Mechanics and Welding
<i>B.A., North Carolina State; M.A., East Carolina College</i>	
Chesson, Parker	Biology and Geography
<i>B.S., M.A., East Carolina College; Graduate Work, Duke University</i>	

- Crump, James Mathematics
*A.B., Elon College; M.A., Appalachian State Teachers College;
 Graduate Work, University of Illinois*
- Ford, Austin Chemistry and Physics
*B.S., East Stroudsburg State Teachers College; M.Ed., Pennsylvania
 State University; Graduate Work, George Washington University*
- Hislop, Robert I. Economics
*L.L.B., L.L.M., Brooklyn Law School of St. Lawrence University;
 Ph.D., University of Colorado*
- King, Robert Biology
*A.B., Elon College; M.A., Appalachian State Teachers College;
 Graduate Work, North Carolina State*
- McCraw, Walter English and Speech
*A.B., Elon College; M.Ed., University of North Carolina;
 M.A., University of North Carolina*
- Melko, Walter Electronics
*B.S., Florida Southern; B.A., University of Tampa;
 M.Ed., Ed.S., Dissertation in Process, Ed.D., University of Florida*
- Overman, Grace Accounting
A. B., Duke University
- Rhees, Jerome Political Science
B.S., M.A., Georgetown University
- Salmon, Joseph History
B.S., Troy State College; M.S., Florida State University
- Sherrod, Edward Radio-TV and Electronics Technology
L.L.B., LaSalle Institute; Coyne Electronics School
- Shorkey, Raymond Mechanical Technology
*Ford Apprentice School; Naval Air Technical School;
 Vocational School; Foreman Training*
- Sterritt, William Physical Education
B.S., M.S., University of Southern Mississippi

Trathen, John	Business
<i>B.S., Bucknell University; M.Ed., University of California at Los Angeles; Graduate Work, University of North Carolina</i>	
Vaughan, Lucy	English and Drama
<i>B.S., University of Houston; M.A., Kent State University</i>	
Wicker, Tivis	Psychology and Philosophy
<i>B.A., LL.B., University of Richmond</i>	



FACULTY COMMITTEES

COLLEGE AFFAIRS:

Dr. Hislop, Chairman
Miss Boomer
Mr. Melko
Dr. Barringer
Mr. Wicker
Mr. Rhees

ACADEMIC AFFAIRS:

Dr. Barringer, Chairman
Mr. Trathen
Mr. McCraw
Dr. Blair
Mr. Ford
Mr. Salmon
Mrs. Vaughan
Mr. Chesson

STUDENT PERSONNEL:

Mr. King, Chairman
Mr. Sterritt
Miss Aydlett
Mr. Crump
Mrs. Boada
Mr. Shorkey
Mrs. Overman

GENERAL INFORMATION



CHOOSING A COLLEGE:

The individual is never so clearly the master of his own fate as when he decides to continue education beyond high school. Until that time, decisions affecting his education have been made for him; after that time, he must make them.

This catalog is, in effect, an extension of the institution, a projection in writing of all that the institution represents: its philosophy and objectives, its faculty, its curricula, its facilities. The purpose of this catalog is to enlighten the prospective student in order that he may come to know the college before, not after he has chosen.

THE IDEA OF A COMMUNITY COLLEGE:

What is a Community College?

The Community College is a relatively new concept in higher education, arising in response to the American commitment to the idea of broad educational opportunities for all who desire and will avail themselves of these opportunities. The Community College is a fully recognized institution of higher education. As its name implies, its primary reason for being is to meet the variety of educational and vocational needs of the community in which it is located. It offers two years of formal college education; it trains technicians for business and industry. It supplies the background courses essential to one's up-grading on his job, and it enables adults to pursue the courses they need to keep abreast of the times. It is available day and evening throughout the year.

HISTORY:

The seed of the idea for a College in Elizabeth City was planted with the Elizabeth City Chamber of Commerce in 1957 when the State Department of Public Instruction was considering a technical college for the area. The technical college idea was abandoned when the Community College Act was passed enabling counties to establish their own junior colleges.

Several plans and ideas were advanced by the Chamber during the next few years without being vigorously promoted until 1960, while Paul Bradshaw was President. Under the able Chairmanship of Charles Gordon, the College Committee recruited the support of the County and City Governments and almost every organization in Pasquotank County.

On November 5, 1960, the people of Pasquotank County voted their approval for the new college by a five to two margin. A charter was issued on December 16, 1960, and shortly thereafter Charles Gordon was elected to be

the Chairman of the first Board of Trustees. Dr. C. Robert Benson, Jr., first President of the College of The Albemarle, was elected in March of 1961, and the College opened its doors to its first freshman class in September 1961. The first graduating class received their degrees on May 31, 1963. Over eighty percent of those graduates later attended major four-year colleges.

The College of The Albemarle was the first college in the State chartered under the Community College Act, 1957. The 1963 Legislature, in furtherance of Governor Terry Sanford's education program, adopted an act, "to promote and encourage education beyond the high school in North Carolina." Among other things, this act authorized the establishment of comprehensive community colleges. The new act became effective on July 1, 1963, and on that same date, at the request of the College Trustees and with the joint approval of the Board of Education and the Board of Higher Education of North Carolina, the College of The Albemarle became the first comprehensive community college in the state. A new President, Dr. Robert I. Hislop, was inaugurated in the fall of 1963.

New technical programs in Drafting and Electronics are being offered in the curriculum of the College under a separate Technical Division. A Vocational program of great breadth has also been instituted.

The College of The Albemarle received accreditation as a junior college at the November 6 - 8, 1963, meeting of the North Carolina College Conference.

LOCATION:

The College of The Albemarle is located in Elizabeth City, Pasquotank County, North Carolina. With a population of 16,000, Elizabeth City is the center of commerce, industry, and culture of the Albemarle Area.

The College is housed in the building formerly used as Albemarle Hospital on Riverside Avenue, less than a mile from the center of the city. The administrative offices of the College of The Albemarle are located on the second floor of the building.

OBJECTIVES OF THE COLLEGE:

The College of The Albemarle, established under the Legislative Act of 1957 - known as "The Community College Act" - strives to serve the community by providing accessible education for young people and adults for cultural development, for responsible citizenship and for enriched personal living. The major objectives of the College are as follows:

1. To provide at least two years of college credit courses for those students who desire to transfer to other colleges and universities.
2. To provide two years of technical education appropriate to the needs of the individual and the community.

3. To provide vocational education for individuals who desire to upgrade themselves in their vocation, or who may desire to acquire initial training in a particular trade.
4. To provide courses for those adult students who wish to develop a vocational interest, improve their personal efficiency, or to enrich their cultural lives.
5. To provide for the development of basic educative skills in those citizens who have been unable to complete the requirements for a high school diploma.

FACILITIES:

There are twelve classrooms, science and technical laboratories, a snack bar and book store, student and faculty lounge areas, administrative offices, and a completely furnished library. All four floors of the building have been completely renovated. Adjacent to the College is the home of the President. The new gymnasium-auditorium is under construction and will be ready by the Spring of 1965. This major structure represents the first step forward in the development of the College of The Albemarle's facilities. It will have a collegiate size basketball court, bleacher seating capacity of over 500, and complete locker room facilities. A fully equipped stage and auditorium seating for over 1,000 will add to the usefulness of this multipurpose building. The College maintains a separate campus for the vocational school.

There are no dormitory facilities. Each student either lives at home or must arrange for his own living quarters in the vicinity of Elizabeth City. The College will assist students in finding suitable quarters.

LIBRARY:

The College of The Albemarle Library has a basic collection of almost 12,000 volumes. Twenty-five percent of these were received as donations to the library from friends of the College. A carefully selected group of approximately ninety periodicals is received regularly. In addition to the general circulating collection, the library supplements classroom instruction with reserve collections in each subject field especially selected and kept up to date. Reference and research materials are available on the under-graduate level. Audio-visual aids are available in the materials center upon the request of the instructor. Students may also use the Elizabeth City Public Library.

ACCREDITATION:

The College of The Albemarle is an accredited member of the North Carolina College Conference and has applied for membership in the Southern

Association of Colleges and Secondary Schools and the American Association of Junior Colleges.

Credits earned at the College of The Albemarle in curricula leading to the Associate of Arts degree are transferable to senior colleges and universities.

COUNSELING AND TESTING:

The College provides counseling services through the assignment of a faculty advisor for each student according to his particular field of interest. The faculty advisor helps the student arrange his program of study at the College of The Albemarle and approves the courses to be taken prior to the registration for each semester. Subsequent changes in courses must be made through the advisor. The Dean and Registrar are also available to assist the student. Placement tests are administered in mathematics and English in order to insure proper placement for each student.

Students who desire help in clarifying occupational goals may consult with the Registrar for occupational information sources and for information on aptitude and interest tests to aid in deciding on an occupation.

TECHNICAL AND VOCATIONAL PROGRAM:

The College is meeting its new responsibilities as a Comprehensive Community College by instituting a Technical-Vocational Program in the Spring of 1964. The selection of the technical and vocational curricula was based on individual and community needs.

ADULT EDUCATION:

The College of The Albemarle has established evening classes on a semester basis, offering the regular liberal arts program and certain cultural and vocational courses. Classes are available Monday through Thursday evenings and each class meets one night a week from 7:00 - 9:45 P.M. As the need arises, courses, credit and non-credit, will be added to the curriculum.

EMPLOYMENT SERVICE:

The College assists students in securing part-time or full-time employment during their enrollment at the College of The Albemarle and gives special attention to the placement of students who graduate in the terminal curricula. Application should be made in person at the Office of the Registrar.

HOUSING FOR STUDENTS:

Many students from other counties desire to live in Elizabeth City while attending COA. To assist these students in locating living quarters, the College maintains a list of private housing for students.

AUDITING COURSES:

Students who wish to audit courses must register through the College office. Auditors receive no credit but are encouraged to attend classes regularly and participate in class discussions. Auditors will be charged the same fee as special students.

RECREATION:

Various programs of recreation and entertainment are planned and carried out by the students under faculty supervision. Formal and informal dances are held during holidays and other special occasions throughout the year. Other programs which attract major interest and participation include social hours, picnics, and receptions. Suggestions of the students are used in planning additional activities.

STUDENT ACTIVITY FEE:

Each full time student pays an activity fee. This entitles the student to admission to all College sponsored activities. Students having paid student fees for both semesters will be given an annual at the end of the school year.

DOLPHIN'S DEN AND BOOKSTORE:

On the first floor the College operates a snack bar (the Dolphin's Den) and a bookstore for the convenience of the students.

ATHLETICS:

The College has had a basketball team each year. Games are scheduled with neighboring junior colleges and college freshmen teams. Minor sports will be added to the program as the need develops.



GENERAL REGULATIONS

REQUIREMENTS FOR ADMISSION - College Parallel - Technical

For the admission to the College of The Albemarle as a candidate for a degree, the applicant must have at least sixteen approved units from an accredited four-year high school and must satisfy the Committee on Admissions and Credits as to his intellectual, physical, emotional, social, and moral fitness in undertaking the academic work at the College.

Prospective students are encouraged to take the College Entrance Examination Board tests during their senior year in high school. This will help the College meet its obligation to place each student in the proper program.

Preparatory training should emphasize the traditional academic subjects. The recommended high school credits include:

English	4 units
Foreign Language	2 units
Mathematics	2 units
Social Studies	2 units
Natural Science	1 unit
Electives	5 units

Students who plan to transfer to other colleges should consult the catalogs of those institutions for entrance requirements.

The College admits a limited number of students who have been graduated from secondary schools but who are not candidates for a degree. These students are classified as Special Students and do not have class standing. Students carrying fewer than twelve hours because of reasons of health or other special considerations will pay Special Student Rates.

PHYSICAL EXAMINATION

Every student is required to have a physical examination prior to initial registration.

FRESHMAN ORIENTATION PERIOD

The purpose of the orientation program is to introduce the student to his new environment, and to acquaint him with the policies and ideals of the College. Receptions, assemblies, lectures, and open forum discussions are held to help him prepare for the beginning of college life.

CLASS ATTENDANCE

Class attendance is regarded as an essential part of the educational process at the College of The Albemarle. The student is expected to benefit by classroom discussions as well as by his daily assignments. In an educative process, a student loses an irreplaceable value when he misses class.

Classwork missed while students are away on College-approved business or because of illness is excusable and should be made up to the satisfaction of the instructor. Although make-up work will not in all cases remove the full adverse effect of the absence, a faculty member will cooperate with the student in his attempt to make up his loss when such absence is necessary.

Absences will be excused only upon the presentation of a doctor's verification of illness or other bona fide justification of the absence. The excuse must be submitted to the office of the Dean within 24 hours after the student returns to school.

To make up a scheduled or previously announced test for which he has an excused absence, the student must secure permission from the Dean. This permission form should then be presented to the instructor who will arrange to give the test at a later date. The student bears full responsibility for making arrangements to take the tests.

When a Freshman in good standing accumulates unexcused absences in excess of the number of credit hours of a particular course, he may be dropped from the course with a grade of F. Three unexcused tardies count as an unexcused absence.

A Sophomore in good standing will be held responsible for regular class attendance. The faculty will submit to the Dean the name of any sophomore whose repeated or continual absence is, in their opinion, impairing the student's work. The number of absences is not hereby specified, a fact which places the responsibility upon the second-year student to see that his program is not suffering as a result of excessive absence.

Students on academic probation will not be allowed any unexcused absences.

No student will be given credit for any course unless that student has attended at least seventy-five percent of the total number of classes that semester.

SYSTEM OF GRADING

Each student receives a grade in his courses at the middle of the semester and at the close of the semester. The mid-semester grades do not appear on a student's transcript; they are designed to give the student an indication of his progress. The system of grades is as follows:

Grade	Significance	Quality Points
A	Superior	4 per sem. hr.
B	Good	3 per sem. hr.
C	Average	2 per sem. hr.
D	Poor, but passing	1 per sem. hr.
F	Failure	0
I	Incomplete	0
W	Withdrawal	0

Quality points, the numerical equivalent of the grade, are used to determine the student's rank in class and academic honors. A quality point average of 2.00 or better in 64 hours of course work is necessary to meet grade requirements for graduation.

An incomplete (I) is given only when circumstances do not justify giving a specific grade. It must be removed by the end of the next semester following

the one in which the incomplete was received. If not removed within this time, the incomplete becomes a failure (F).

A failure (F) cannot be removed from a student's record. However, if a course is repeated, the second grade is recorded as the final grade for the course.

WITHDRAWAL FROM CLASSES

A student who finds it necessary to withdraw from a course must apply to the Dean. The application form when signed by the Dean and the instructor, or advisor, is to be presented to the Registrar.

A student may drop a course during the late registration period without a grade, following the above procedure.

A student who withdraws during the first six weeks of a regular semester, or during the first two weeks of a summer session, will receive the grade (W).

After the sixth week of a regular semester, or the second week of a summer session, a student doing satisfactory work who withdraws because of medical or emergency circumstances with the approval of the Dean and the instructor, will receive the grade (W).

All other withdrawals will result in the grade (F).

WITHDRAWAL FROM COLLEGE

A student who withdraws is expected to confer with his advisor and clear through the office of the Dean, the Registrar, and the Business Manager. No withdrawal is considered official unless this procedure has been followed. Should the student be unable to present himself at the Registrar's office, he should promptly advise the College in writing of his decision to withdraw and state the reason for discontinuing attendance. Any student leaving the College without following the official procedure will automatically receive the grade of "F" in all courses and will forfeit any refund of tuition to which he might otherwise be entitled.

ACADEMIC PROBATION

The record of any student whose cumulative academic average is less than "C" is reviewed by the Academic Affairs Committee, which may warn, place on probation, or suspend the student.

The student placed on academic probation is expected to make a semester average of "C" in his first probationary semester and a cumulative average of "C" in all his work no later than the end of the second probationary semester. The Academic Affairs Committee removes from probation any student making satisfactory progress. Students unable to obtain a "C" average by the end of the second probationary semester may be asked to discontinue their studies. One

academic term must elapse before the student dropped for failure to maintain normal academic progress is eligible for reinstatement. Requests for reinstatement are sent to the Academic Affairs Committee.

A student on academic probation is permitted no class absences, except for illness, and he may not represent the College in any extra-curricular activity.

The transfer student under penalty of suspension or probation from another institution may be admitted under certain circumstances with the approval of the Dean. Upon admission the student will be placed on probation; and if his work is not satisfactory, he will be suspended at the close of the first semester in which he is registered.

DISMISSAL

The College reserves the right to suspend or dismiss any student when it believes such action is in the best interest of the College or the student. This may be done by the Academic Affairs Committee.

SCHEDULE OF STUDIES

Sixteen hours of college work is considered the normal student load, and each student is expected to carry this amount of work. Permission must be obtained from the Registrar of the College for scheduling less than twelve or more than seventeen hours of work.

DEAN'S LIST

In order to qualify for the Dean's List, a student must take a minimum load of four subjects (at least twelve semester hours of work) and maintain at least a "B" average, with no grade lower than a "C".

COMMENCEMENT MARSHALS

The rising sophomores who have maintained the highest scholastic average during their freshman year are honored by being named commencement marshals. The marshal who has the best academic record is designated chief marshal.

ADMISSION REQUIREMENTS FOR TRANSFER STUDENTS

A student wishing to transfer to the College of The Albemarle must be able to meet the admission requirements in effect at the time of his application and to provide proof of his eligibility to return to the institution which he last attended.

TRANSFERABLE CREDITS

Credit is given for satisfactory work completed at accredited institutions

insofar as it parallels the work offered at the College of The Albemarle. However, no more credit hours in a given field may be transferred than the quality points earned by the student in that field.

REQUIREMENTS FOR GRADUATION

A minimum of sixty-four semester hours of work and a "C" average is required for graduation. Thirty hours must be earned at the College of The Albemarle. Upon the satisfactory completion of one of the academic programs of study, a student is awarded a diploma and the title of "Associate in Arts." "Associate in Applied Science" is awarded for the completion of a program of studies in one of the following:

Business Administration
Business Education
Drafting & Design Technology
Electronics Technology

All of these are terminal programs.

FEES AND EXPENSES

The College of The Albemarle seeks to provide an educational opportunity at the lowest cost possible which will afford high quality instruction and reasonable student facilities. Tuition and fees will cover only a part of the instructional and operating cost of the College. The difference between such costs and the amount paid by the student will be provided by income from a special tax levy in Pasquotank County, funds from the State of North Carolina, and gifts of friends who recognize the value of the opportunities offered by the College of The Albemarle.

A \$10 fee must accompany each application and is refundable only if the student is not accepted by the College. This application fee will be credited to tuition for the first semester in attendance. The fee is forfeited if the applicant does not enroll during the school year for which the application was made and accepted. All checks for tuition and fees are due and payable on the day of registration. Checks and money orders should be made payable to the College of The Albemarle.

The College reserves the right to change any fee or regulation without notice.

EXPENSES OF THE STUDENT FOR THE YEAR

Tuition

Resident (15 or more semester hours)	\$ 60
Non-residents (15 or more semester hours)	150

Reduced hours (less than 15 hours Special)	
Residents - per semester hour	\$ 4
Non-residents - per semester hour	10
Registration fee (once a year)	2
Late application fee	5
Late registration fee (paid in addition to registration fee)	5
Change of schedule (each drop or addition)	1
Transcript fee (no charge for first one)	1
Activity fee (paid each semester)	10

Cost of books and supplies while varying somewhat according to the courses of study will cost approximately \$30 a semester.

All members of the graduating class will pay a cap and gown rental of \$8 at the beginning of the spring semester of the year in which they expect to graduate.

REFUNDS

Refunds of two-thirds of the tuition paid will be made when withdrawals occur before the end of the first month of the semester. This policy applies to evening school as well as the day school. In the summer session two-thirds of the tuition will be refunded only if withdrawal occurs within the first two weeks of the session. Student activity fees are not refundable after the close of registration. All refunds are forfeited for any student failing to adhere to the proper withdrawal procedures.

INSURANCE

The College assumes no responsibility for injuries or losses sustained on the campus by any student. Opportunity will be provided, however, for students to obtain group hospitalization insurance at each registration period.

REGISTRATION

Students must register on the day designated for registration. Late registration is permitted within one week after classes start but only with the approval of the Registrar and Dean.

TRANSCRIPTS OF RECORDS

Upon request of the student, a record of academic credit earned at the College of The Albemarle will be sent to any college or university.

Each student is entitled to one official transcript of his work, provided all accounts with the College have been settled satisfactorily. A student requesting an additional transcript should enclose one dollar for this service.

FINANCIAL AID FOR STUDENTS

In recent years the cost of attending colleges and universities has risen considerably and with it there has been an increase in the need for financial assistance. To assist wherever possible, the College of The Albemarle has arranged its financial aid program so that scholarship grants, loans, and employment all play an important part.

Awards are based upon consideration of merit and need. Merit is judged by the same factors considered in connection with admission — high school achievement, scores on the College Entrance Board Test, recommendations, and other indications of probable success in college and later life.

Need is judged by the total financial picture of the student and his family; not only gross income, but also the number of young children, debts, and other obligations such as serious illness are taken into consideration. An outstanding student who is in a position to pay all his own expenses may apply for an honor scholarship as a symbol of merit.

Financial aid is of three types:

Scholarships: These involve direct money grants or waiver of fees. Private donations of scholarships to qualified students were in excess of \$5,500 in 1964-65. Much of this was undesignated by the donors and available to those wishing to make application. Such application should be made to the Scholarship Committee on forms provided by the Registrar.

Loans: A student who qualifies for financial assistance may borrow from the College to cover part of his expenses. Loans are offered in addition to or in place of scholarship assistance. Some bear no interest while the recipient is a full-time student, while others bear a modest interest charge. Loans allow students to transfer expenses from their college years to the years immediately after college when the average graduate enjoys a substantial income. The College will participate in the Loan Fund of the National Defense Education Act and presently administers loans through the auspices of the North Carolina Bankers' Student Loan Plan, and the Vocational and Technical Education Student Loan Fund of the North Carolina State Board of Education. Details may be secured from the Registrar.

Campus employment: Students are employed in a number of part-time positions such as library, laboratory, shop, and clerical assistants. Preference is given those who demonstrate the need of financial assistance. Help also is given in finding off-campus employment.



STUDENT ORGANIZATIONS AND ACTIVITIES



The College encourages student participation in all activities of student life and campus affairs. Although student activities are viewed as secondary to the central purpose of academic preparation, they are nevertheless an important phase of student growth and development. A faculty sponsor is appointed by the administration for each student group and organization.

The groups currently functioning on the campus are:

1. **Student Government Association**

All students are automatically members and receive practical experience in responsible citizenship through participation in a program of self-government. Officers are chosen each year, and each class is represented in the Student Government Association. The object of this Association is to regulate all matters of the student community which do not fall under the immediate jurisdiction of the administration and faculty.

2. **Class Organizations**

Both Freshmen and Sophomore classes are organized with elected student officers and periodic meetings and projects.

3. **Monogram Club**

The Monogram Club awards monograms to those who have revealed marked ability in athletic events. The object of the club is to encourage sportsmanship.

4. **Student Publications**

A college year book is published annually by the student staff.

5. **College Choir**

The choir draws its membership from students with vocal talent. Concerts are planned throughout the school year.

6. **Political Union**

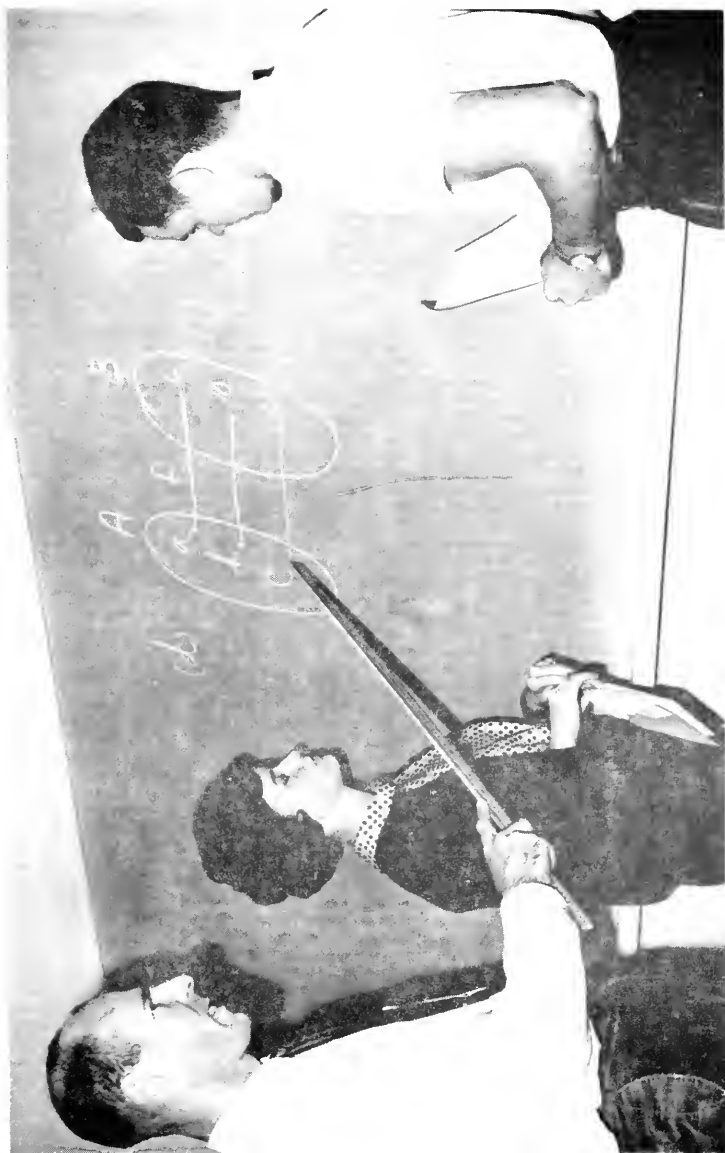
The purpose of this non-partisan group is to stimulate interest in federal, state, and local political institutions in the United States and to encourage participation of both students and faculty in the civic and governmental affairs of their respective communities. Meetings are opened to all college students.

7. **Science Club**

Represents the natural sciences and mathematics. Its aim is to stimulate an intelligent interest in science. Programs of scientific interest

are held at regular monthly meetings.

8. **Dramatics Club**
The club is composed of students interested in the theatre. It presents plays each year for College and community audiences. Various phases of drama and acting are discussed at its regular meetings.
9. **Christian Fellowship**
This is an organization of Christian students which aims to promote the cause of Christianity on the College campus. Bible studies, special speakers, and social and recreational outings where Christian students may enter fellowship are scheduled throughout the year.
10. **Circle K**
This is a service club composed of young men interested in civic affairs. This club is sponsored by the Elizabeth City Kiwanis Club.
11. **Language Club**
Students who are studying either French or Spanish have organized clubs which strive to give members greater knowledge and appreciation of the French and Spanish speaking countries, their culture and their language. Meetings are held periodically and persons from the community are welcome to attend and to join the clubs.
12. **Phi Beta Lambda**
This is the college division of the Future Business Leaders of America. The chapter is open to all students who are regularly enrolled in the Business Department. The membership is open to students preparing for careers in business or in business teaching. This chapter, which is affiliated with both the state and national organizations, provides a means for social contacts within the department and sponsor educational programs.
13. **Phi Theta Kappa**
This is a national scholastic fraternity holding the same status in the community college that Phi Beta Kappa holds in the four year college. The Nu Nu chapter of PTK was chartered and organized at COA in April 1964. Membership is chosen on the basis of high scholastic standing, character, leadership, and service on the campus.
14. **Cheerleaders**
A pep squad is organized each year to provide cheers for the basketball team. The cheerleaders preside at all pep assemblies. Selection of the cheerleaders is made by a committee of the faculty. Every candidate must try out each year regardless of previous membership on the cheerleading squad, and she must not be on academic probation.







PROGRAMS OF STUDY



The programs of study contained in the following pages are classified as "College Parallel" or "Terminal." Those in the former category are intended for students who plan to transfer to a university or a senior college after completion of lower division work at the College of The Albemarle. Those in the second category are intended for students who do not plan to enter senior institutions. These two-year terminal programs expose the student to the best possible training in specific fields and assist the successful student in gaining entry into a chosen vocation upon graduation from the College.

Any of the academic courses offered by the College for credit, if properly selected, should be accepted for transfer to a senior institution and should count, without loss of credit hours, toward a bachelor's degree. A student who expects to continue his college career or to enter a professional school after leaving the College of The Albemarle should consult the catalog of the institution which he expects to attend and select his courses accordingly. Although the Registrar or an advisor will gladly assist the student in choosing the courses that will assure junior standing in the senior institutions, the final responsibility for selecting the proper courses must rest with the student.

Sixteen semester hours are considered the normal load for a full-time student. Sixty-four semester hours of academic study are required to qualify for graduation and the degree "Associate in Arts".

The degree "Associate in Applied Science" is awarded to business students and technical students upon completion of one of the terminal courses of study available.



College Parallel Program

FIRST YEAR	LIBERAL ARTS	Semester Hours
English 101-102 (English Composition-Introduction to Literature) ...		6
History 101-102 (A Survey of Western Civilization)		6
Science Sequence (Biology 101-102 or Chemistry 101-102)		8
Mathematics 100 or 101 or 102 (General, College Algebra, Trigonometry)		3
Physical Education 101-102		2
Electives *		7
		<hr/> 32

SECOND YEAR

English 201 or 205 (English or American Literature Survey)	3
English 210 (Public Speaking)	3
Social Science Sequence	6
Fine Arts Electives	3
Physical Education 201-202	2
Electives	15
	—
	32

* Foreign language is recommended as an elective for those students transferring to liberal arts institutions.

BUSINESS ADMINISTRATION

FIRST YEAR

English 101-102 (English Composition-Introduction to Literature) ..	6
History 101-102 (Survey of Western Civilization)	6
Science Sequence (Biology 101-102 or Chemistry 101-102)	8
Mathematics 100 or 101 or 102 (General, College Algebra, Trigonometry)	3
Business Administration 101 (Introduction to Business)	3
Physical Education 101-102	2
Electives	3
	—
	31

SECOND YEAR

English 201 or 205 (English or American Literature Survey)	3
English 210 (Public Speaking)	3
Economics 221-222 (Principles of Economics)	6
Business Administration 201-202 (Accounting)	8
Social Science Elective	3
Fine Arts Elective	3
Physical Education 201-202	2
Electives	5
	—
	33

BUSINESS EDUCATION*

FIRST YEAR

English 101-102 (English Composition-Introduction to Literature)	6
History 101-102 (Survey of Western Civilization)	6
Mathematics 100 or 101 (General, College Algebra)	3
Business Education 101-102 (Typewriting)	4

Business Education 105-106 (Shorthand)	6
Business Administration 101 (Introduction to Business)	3
Fine Arts Elective	3
Physical Education 101-102	2

33

SECOND YEAR

English 210 (Public Speaking)	3
Economics 221-222 (Principles of Economics)	6
Business Education 205-206 (Shorthand - Transcription)	4
Business Administration 201-202 (Accounting)	8
Business Administration 205 (Business Law)	3
Business Administration 208 (Communications)	3
Physical Education 201-202	2
Electives	2

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* Designed primarily for the student interested in teaching commercial subjects in the secondary schools.



Terminal Curricula



BUSINESS ADMINISTRATION

FIRST YEAR

English 101-102 (English Composition-Introduction to Literature)	6
History 101-102 (Survey of Western Civilization)	6
Business Administration 100 (Personal Finance)	3
Business Administration 101 (Introduction to Business)	3
Business Administration 102 (Business Mathematics)	3
Physical Education 101-102	2
Electives	7
	<hr/>
	30

SECOND YEAR

English 201 or 205 (English or American Literature Survey)	3
English 210 (Public Speaking)	3
Business Administration 201-202 (Accounting)	8
Business Administration 205 (Business Law)	3
Business Administration 208 (Communications)	3
Economics 221-222 (Principles of Economics)	6
Physical Education 201-202	2
Electives	6
	<hr/>
	34

BUSINESS EDUCATION

FIRST YEAR

English 101-102 (English Composition - Introduction to Literature)	6
History 101-102 (Survey of Western Civilization)	6
Business Education 101-102 (Typewriting)	4
Business Education 105-106 (Shorthand)	6
Business Administration 100 (Personal Finance)	3
Business Administration 101 (Introduction to Business)	3
Business Administration 102 (Business Mathematics)	3
Physical Education 101-102	2
	<hr/>
	33

SECOND YEAR

English 210 (Public Speaking)	3
Business Education 205-206 (Shorthand - Transcription)	4
Business Administration 201-202 (Accounting)	8
Business Administration 205 (Business Law)	3
Business Administration 208 (Communications)	3
Physical Education 201-202	2
Electives	8

31

DRAFTING AND DESIGN

FIRST YEAR

Drafting T 101 - T 102	8
Mathematics 100-101 or 102 (General, College Algebra, Trigonometry)	6
English 101 - T 102 (English Composition - Technical Writing)	6
Sociology T 101 (Industrial Psychology)	3
Design T 105 - T 106 (Materials, Tools & Processes)	6
Physical Education 101-102	2

31

SECOND YEAR

Drafting T 201 - T 202	6
Mathematics T 204 (Descriptive Geometry)	3
English 210 (Public Speaking)	3
Sociology T 220 (Industrial Organization and Management)	3
Economics 220	3
Design T 205 - T 208 - T 209 (Metalurgy - Jigs - Controls)	11
Physics 201-202	8
Physical Education 201-202	2

39

ELECTRONICS TECHNOLOGY

FIRST YEAR

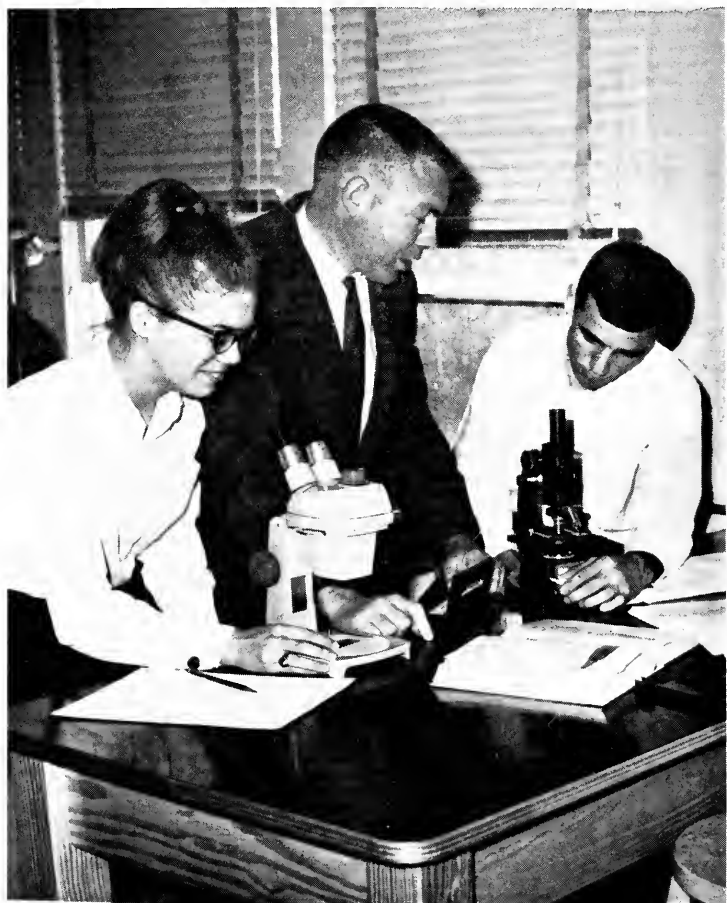
Mathematics 100-101 or 102-105 (General, College Algebra, Trigonometry, Engineering Drawing)	9
English T 101 - T 102 (Composition - Technical Writing)	6
Electricity T 101 - T 102 (DC - AC Electricity)	10
Sociology T 101 (Industrial Psychology)	3
Physical Education 101-102	2
Electives	3

33

SECOND YEAR

English 210 (Public Speaking)	3
Electronics T 201 - T 202 - T 203 - T 204 - T 205 - T 206 (Electronics I - Electronics II - Special Circuits - UHF - Instrumentation - Analysis & Maintenance)	20
Sociology T 220 (Industrial Organization & Management)	3
Economics 220	3
Physics 201-202	8
Physical Education 201-202	2
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	39





COURSES OF INSTRUCTION



Freshman level academic courses are numbered 100 through 199, sophomore courses 200 through 299. Continuous courses, which must be pursued in sequence to completion for credit, are indicated by a hyphen, for example 101-102. Others are listed with a comma separating the numbers.

BIOLOGY

- 101, 102. **General Biology** 4, 4
101. Zoology - An introduction to the science of animal life. The major groups of animals are studied on their structures and adaptation to their particular environments.
102. Botany - A study of fundamental biological principles and of selected plant processes followed by a brief survey of the major groups of plants.
- 201-202. **Vertebrate Zoology and Comparative Anatomy** 4-4
The morphology, histology, development and environmental adaptations of the vertebrates. Dissections for the purpose of discovering homologies and analogies.
Prerequisite: Biology 101-102. Two class hours, four laboratory hours.
205. **Human Anatomy** 4
A study of the human body, with special emphasis on the skeletal, muscular, circulatory, respiratory, nervous, and reproductive systems. Designed to give the student a comprehensive understanding of basic human structure.
Prerequisite: Biology 101-102. Three lecture hours, three laboratory hours.
206. **Human Physiology** 4
A study of the basic functions of the various vertebrate systems, with special emphasis on the human.
Prerequisite: Biology 101-102, Biology 205, or the instructor's permission. Three lecture hours, three laboratory hours.

210. **Ecology** 4
A study of basic ecological principles, with special emphasis upon the faunal and floral communities native to Eastern North Carolina. Field trips will be taken for collection and observation purposes. Prerequisite: Biology 101-102. Three lecture hours, three laboratory hours.

BUSINESS ADMINISTRATION

100. **Personal Finance** 3
Covers all phases of personal and family finance: budgeting, borrowing, charge accounts, credit cards, installment buying, insurance, home buying, taxes, investments, estate planning, and consumer economics.
101. **Introduction to Business** 3
A comprehensive introductory analysis of all aspects of the field of business today, including organization, methods of operation, forms of ownership, business functions and problems of management.
102. **Business Mathematics** 3
The application of standard principles of mathematics to business situations. Includes markup, trade and cash discounts, interest, depreciation, installment credit, discounting negotiable instruments, payrolls, insurance, commissions, graphs, statistics.
- 201-202. **Principles of Accounting** 4-4
The basic accounting concepts of assets, liabilities, and capital. Practical problems requiring the student to use the journal and general ledger; preparation and analysis of work sheets, the balance sheet, and the income statement. The emphasis is on applications to management.
205. **Business Law** 3
A study of the main principles of law which govern the daily conduct of business with emphasis on contracts and agency.
208. **Communications** 3
A study of the principles of modern written business communication through the development of dynamic English grammar, with analysis and composition of the various types of effective business letters and reports.
Prerequisite: English 101.

220. **Marketing** 3
 A study of the principles, functions, and methods of marketing products from producer to consumer. Consumer behavior; marketing consumer goods; the ways middlemen's activities affect the manufacturer's sales strategy.
222. **Salesmanship** 3
 Principles of effective selling; professional aspects of personal selling; qualifications and obligations of salesmen. Preparation for and execution of sales demonstrations required.
224. **Retailing** 3
 Principles and methods of retailing in relation to store, locations, layout, organization, operation, merchandising, sales promotion, and control. Recent revolutionary trends are emphasized.
 Prerequisite: B. A. 220.

BUSINESS EDUCATION

- 101-102. **Typewriting** 2-2
 First semester: Mastery of keyboard and development of basic techniques leading to speed and accuracy.
 Second semester: Production speed and accuracy are further developed by mastery of correct typewriting techniques, with application of skills in typing business letters, manuscripts, statistical tabulations, minutes, reports, legal documents, and business forms.
105. **Beginning Shorthand** 3
 Emphasis is placed on the mastery of the word-building principles of the Gregg simplified system, with intensive drill on brief forms and correct writing and reading techniques.
106. **Intermediate Shorthand** 3
 Dictation at increasingly higher speeds with a goal of from 60 to 80 words a minute on new material.
205. **Advanced Shorthand** 3
 Designed to perfect the knowledge of theory, to widen vocabulary range, to develop phrasing skill, and to achieve a speed of 80 to 100 words a minute.
206. **Transcription** 1
 Intensive drill is given in the production of mailable transcripts.

CHEMISTRY

- 101-102. **General Chemistry** 4-4
A study of the fundamental principles and theory of inorganic chemistry; organic chemistry; biochemistry; and nuclear chemistry. Three lecture hours and one laboratory period of three hours a week.
201. **Qualitative Analysis** 4
Theory of physical chemistry, dissociation constants, solubility product, hydrolysis complexions, and oxidizing potential to analytical separations. The semi-micro technique is used in the laboratory. Prerequisite: Chemistry 101-102. Three class hours, and one laboratory period of three hours a week.
202. **Quantitative Analysis** 4
The theory of this type of analysis with emphasis on the gravimetric and volumetric methods. Prerequisite: Chemistry 101-102. Two class hours and two laboratory periods of three hours a week.

DESIGN

- T 105-T 106. **Materials, Tools & Processes** 3-3
An overall view of the methods and procedures used to transform raw materials into finished products. Characteristics of metals, woods and plastics and how these characteristics affect the selection and use of materials and methods of production in the manufacture of an object. Unit production system, sand casting, forging and allied processes, welding, sheet metal working processes, and wood-working processes constitute areas of study.
Second semester: Mass-production methods and design factors in areas of casting, forging, molding, pressing, drilling, boring, reaming, turning, grinding, milling, and surface finishing.
- T 205. **Metallurgy** 4
Properties of metals and various methods of changing these properties, classifications of metals, powder metallurgy and factors contributing to production and selection of metals for use.
- T 208. **Jig & Fixture Design** 4
Commercial standards, principles, practices and tools of jig and fixture design. Individual project and design work to acquaint students with the types of jigs and fixtures and their design.

- T 209. Industrial Controls 3**
Industrial controls is the study of modern methods of controlling machinery by electronic circuitry. Machinery controls and electronic mechanisms that automatically operate machines will be studied. Types of motors, generators, control signals and devices, thyratrons, gater, switches, and servomechanism circuits are major areas of study.

DRAFTING

- T 101-T 102. Technical Drafting 4-4**
First semester: Introduction to drafting and design. Basic skills; use of equipment; lettering; sketching; geometric construction, orthographic drawing; dimensioning and noting; primary and secondary views; revolutions and sections; graphical analysis. Second semester: Intersections and developments; model solutions; isometric and oblique; dimetric and trimetric projections; charts, graphs, nomographs; screw threads, springs, key, rivets, piping and welding symbols. Basic mechanisms of motion transfer. Basic design.
- T 201-T 202. Design Drafting 3-3**
First semester: Basic design is introduced in the study of motion transfer mechanisms as they relate to power trains. Principles of design sketching, design drawing, layout drafting, detailing from layouts, production drawings and simplified drafting practices constitute areas of study. Types and methods of specifying materials and workmanship are an integral part of the course. Second semester: Research to solve a problem in design by consulting various manuals, periodicals, and through laboratory experiments.

ECONOMICS

- 201-202. Principles of Economics 3-3**
Fundamental principles underlying basic economic concepts and the problems of modern economic society. Semester I surveys the nature of our private enterprise system, the role of government, evaluates our credit structure, and introduces national income accounting and analysis. Second semester: Devoted to studying the forces which determine the composition and pricing of national output, the distribution of income, and the allocation of resources.

EDUCATION

201. **Introduction to the Study of Education** 3
For students beginning professional training in teacher education. To acquaint the prospective teacher with four major aspects of education: the teaching profession, the school system, the teacher, and the pupil.
202. **Educational Psychology** 3
Inherited tendencies, laws of learning, laws of teaching, habit formation, individual differences, formation of correct ideals and attitudes.

ELECTRICITY

- T 101. **Direct Current Electricity** 5
Basic electricity subjects include: structure of matter, electrical terminology and symbols, electron theory of current flow, magnets and magnetic fields. Rigorous mathematical analysis of direct current resistive circuits. Ohm's Law, Kirchhoff's Law, Thevenin's Theorem, Norton's Theorem, and Superposition principle and loop current method. Solution of complex resistive networks. Fundamental principles of inductors, capacitors, and time constants circuits are introduced.
- T 102. **Alternating Current Electricity** 5
Alternating current and voltage: alternating current theory. Mathematical analysis is made of both sine and non-sine wave forms. Inductive reactance, capacitive reactance, and impedance characteristics of alternating current circuits are investigated. The use of vector and complex numbers in circuit impedance. Series and parallel resonant circuit conditions are compared and practical application of these conditions explained.

ELECTRONICS

- T 201-T 202. **Electronics I and II** 4-4
First semester: A treatment of electron tubes, semi-conductors and their associated circuitry; thermionic emission; diode, triode, tetrode and pentode characteristics. Theory of semi-conductor diode and transistor operation is studied in detail. Application of vacuum tubes and semi-conductors in power supplies, voltage amplifiers, power amplifiers, and the advantages and disadvantages of each considered. Second semester: Design and analysis of vacuum tube

and transistor oscillators, radio frequency analysis and intermediate frequency amplifiers. Frequency response, stage gain, distortion, noise characteristics and frequency stability will be explored.

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| T 203. | Communications and Ultra High Frequency | 3 |
| | Application of previously studied circuits to the broad field of communications and ultra high frequency. Amplitude and frequency modulated transmitters, receivers wave guides, cavity resonators; kylstron, magnetron and traveling wave tubes are discussed. | |
| T 204. | Instrumentation | 3 |
| | A basic study of sensory devices for detecting changes in pressure, temperatures, sound, light, and electricity; the associated circuitry and indicating devices. | |
| T 205. | Circuit Analysis & Maintenance | 3 |
| | Systematic analysis of complex circuitry. Methods of locating and correcting malfunctions. Trouble-shooting by voltage measurements; resistance measurements, and waveform observations. Schematic reading and interpretation. | |
| T 206. | Special Circuitry | 3 |
| | The design and analysis of special circuitry: wave shaping, pulse techniques, broadband amplifiers, diode switches, multivibrators, gates, magnetic amplifiers, chopper amplifiers, clipper and clamping circuits, synchro and servo systems, photo control devices, step counters and other specific application circuitry. | |

ENGLISH

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|------|--|----------|
| 101. | English Composition | 3 |
| | Practical application of grammar, mechanics, spelling, diction, and syntax in numerous themes logically developed from readings. | |
| 102. | Introduction to Literature | 3 |
| | Introduction to literary types emphasizing interpretative reading and written analyses. Prerequisite: 101. | |
| 201. | English Literature Survey | 3 |
| | From Beowulf to 1800, with emphasis upon Shakespeare, Chaucer, and Milton. | |
| | * Written analyses: 2000-3000 words during the semester. | |
| | Prerequisites: English 101-102. | |

to Renaissance. Second semester: Renaissance through the art of today.

- 105, 106. **History of Music** 3,3
A historical survey of music from its primitive beginning to the present, designed to develop a deeper understanding, appreciation and enjoyment of music. Parallel reading assignments and reports. Recorded music examples. Open to all students. First semester: Theories on the origin, nature and function of music. Music materials and mediums. Primitive and pre-Christian music, Early Christian and Renaissance music. Second Semester: A study of Baroque, Classic, Romantic, Post-Romantic, Twentieth Century music.
- 107, 108. **Music Theory I** 3,3
Music theory covering rhythm, scales, melodic, and basic four-part harmonic writing. It is advised that all students who plan to work toward a major in music when they transfer should take this course their first year. The student should have enough knowledge of piano to be able to play the harmony examples he will write during the year. Open to all students.
- 207, 208. **Music Theory II** 3,3
Music theory, second year, covering more advanced harmonic progression, modulation, and also simple keyboard harmony. Prerequisite: Fine Arts 103-104.
- 110, 111, 210, 211. **Chorus** 1, 1, 1, 1,
Study-activity course designed to give the student a deeper understanding, appreciation and enjoyment of choral music and its practice. Open to all students. First semester: A survey of choral literature and its interpretation from earliest times to the present with emphasis upon pre-Renaissance choruses. Second semester: The same, with emphasis on choral literature from the Baroque period. Third semester: The same, with emphasis on literature from the Classic and Romantic periods. Fourth semester: The same, with emphasis on literature from the post-Romantic and Contemporary schools of choral composition.
- 112, 113, 212, 213. **Advanced Voice** 1, 1, 1, 1; 2, 2, 2, 2,
First semester: Emphasis upon correct posture, breathing, intonation, vowel formation, diction; attacking, sustaining, releasing the

tone; legato singing, phrasing. Repertoire: Folk and folk-like songs in English; simpler early Italian arias. Second semester: Emphasis upon messa di voce, mezzo-voce, scales, arpeggios, simple embellishments, recitative. Repertoire: Simpler songs and arias from the Baroque and Classic periods. Third semester: Emphasis upon portamento; execution of wider intervals, extended scales, and arpeggios, more difficult embellishments. Repertoire: More difficult songs and arias from the Baroque and Classic periods. Fourth semester: Emphasis upon exercises to develop increased agility, detached notes, vocal color. Repertoire: Easy to medium-difficult Romantic art songs and arias; simpler songs and arias by contemporary composers. One lesson, four hours practice weekly: 1, 1, 1, 1. Double lesson, eight hours practice weekly: 2, 2, 2, 2. Fees to be arranged.

114, 115,
214, 215.

Piano

2,2,2,2

Open for credit to all students who demonstrate a sufficient background to complete the requirements listed below. Those taking lessons without credit will have the technique and literature adjusted to their individual needs. First year: All major and minor scales; major, minor, dominant seventh, and diminished seventh arpeggios. Selected technical studies. Bach Two-Part Inventions. Sonatinas and easier sonatas of Haydn, Mozart, and Beethoven. Easier literature of the Romantic school. Second year: All major and minor scales and arpeggios at a faster tempo. More difficult selected technical studies. Bach Three-Part Inventions. More difficult sonatas of Mozart and Beethoven, and literature of Schubert, Schumann, Chopin, and Brahms. Some pieces from the modern composers. Fees to be arranged. For two semester hours credit: one hour private lesson each week, eight hours a week practice.

116, 117,
216, 217.

Organ

2,2,2,2

Entrance requirements: The student must have a knowledge of piano equal to the completion of studies listed for piano 114, 115. First year: A foundation of organ technique is laid through study of manual and pedal exercises as given in the methods books of Clarence Dickinson and Harold Gleason. At least four of Bach's **Eight Little Preludes and Fugues** will be completed, together with some chorale preludes from his **Orgelbuchlein** and some easy compositions useful for preludes, postludes, and offertories in the church service. Hymn playing will be a part of each lesson. Second year: Completion of the **Eight Little Preludes and Fugues** and study of

other Bach such as the Toccata and Fugue in D Minor, Prelude and Fugue in E Minor (Cathedral). Additional chorale preludes from The Liturgical Year, a Mendelssohn Sonata, some pieces from the Pre-Bach, Romantic, and Modern schools of organ composition, and church service playing will be studied. Fees will be arranged.

- 121, 122. **History of the Theatre** 3,3
 121: The history of the great periods of theatre from the Greek classical to the Elizabethan, emphasizing types and styles of drama, dramatic literature, acting, directing, costuming, and the physical plant.
 122: A continuation of the study of periods of the theatre from the French neo-classical to the contemporary, emphasizing the above aspects as well as those of stage lighting, scenic design, stage make-up, and sound effects.

FRENCH

- 101-102. **Elementary French** 3-3
 An introduction to the essentials of French grammar, pronunciation, composition, conversation and civilization. Students who have acquired two high school units in French may not take French 101-102.
- 151-152. **Intermediate French** 3-3
 A systematic review of grammar with attention to correct pronunciation, aural drills, composition, and special emphasis on the development of reading skills. Prerequisite: Two years of high school French or French 101-102.
- 201-202. **French Conversation** 3-3
 First semester: French conversation and composition. The object is to give students practice in spoken French and in original composition. Second semester: French conversation and civilization. Subjects of general interest are discussed in French. Various phases of French Civilization are considered.

GEOGRAPHY

101. **Principles of Geography** 3
 The physical world and its relation to man with special emphasis upon the effects of climate differences on population, distribution and human occupations. Required for certification for elementary school teachers.

102. **Geography of North America** 3
The geographical regions of the continent, climates, industries, natural resources, and human response to environment. Geomorphology provinces, urban pattern, and political geography of the United States are treated. The student prepares numerous maps and tables.

GEOLOGY

101. **Principles of Geology** 4
The earth, its origin and history; the processes that have produced and are producing change in its features; common minerals and rocks; map interpretation. Three hours class, three hours laboratory.

HISTORY AND GOVERNMENT

- 101, 102. **A Survey of Western Civilization** 3,3
European history from the era of pre-history to the present. The cultural and social development of the various ancient and European cultures is given equal emphasis with the course of events in political and economic spheres. History 101 from pre-history to the 17th century. History 102 from 17th to the present.
- 201, 202. **A Survey of American History** 3,3
American history from the period of discovery and colonization to the present. Emphasis is upon certain fundamental themes in American history and forces that have shaped American life. History 201 covers the period from discovery to 1865; History 202, the years from 1865 to the present.
205. **North Carolina History** 3
The history of North Carolina from its colonial beginning to the present. Political, agricultural, industrial, religious, educational, literary and social developments receive proper attention. Recommended for all adults.
- 207, 208. **A Survey of English History** 3,3
English history from the time of Britain's first contacts with the Roman world to the present. History 207 is a survey of English history to the 17th century; History 208 covers the period from the 17th century to the present. Prerequisite: History 101, 102.
210. **Political Science** 3
The origin, organization, and development of federal and state

government in the United States will be emphasized and particular attention given to the national government in action.

MATHEMATICS

100. **General College Mathematics** 3
A college level survey course including systems of numeration, finite mathematical systems, sets of elements, an introduction to geometry, an introduction to probability, sets of numbers, an introduction to algebra and logic and statements. Recommended for elementary education majors and for all beginning students with less than two years of high school mathematics.
101. **College Algebra** 3
Sets, functions, graphs, an axiomatic treatment of the real numbers as ordered field, solution sets of equations, inequalities, matrices, mathematical induction, the binomial theorem and progressions.
102. **Trigonometry** 3
The solution of right and oblique triangles both with and without logarithms; trigonometric identities and trigonometric equations; line functions and graphic representation. Prerequisite: Math 101.
103. **Analytical Geometry** 3
Loci of equations, the straight line, circle, parabola, ellipse, hyperbola, the general equation of the second degree, polar coordinates, transcendental curves, parametric equations, coordinates in space, planes and surfaces. Prerequisite: Math 101-102.
- 105-106. **Engineering Drawing** 3-3
A basic treatment of modern conventions, theory and practice of engineering drawing. Instruction is given in the care and use of instruments, drawing materials and scales, methods of procedure in drawing, freehand lettering, geometric drawing, orthographic projection, working drawings, tracing, and blue printing. Prerequisite: Plane Geometry.
201. **Differential Calculus** 3
Differentiation of functions, with application of the derivative of rates, length of tangents, normals and other topics; the subjects of maxima and minima, curvature, rates, and envelopes; drill on curve tracing. Prerequisite: Math 101, 102, 103.
202. **Integral Calculus** 3
Integration. The constant of integration, the definite integral, drill on the methods of integration. The object is to enable the student

to investigate without having to rely on any tables or set rules, and having learned the principles of integration, to apply them to such subjects as areas, lengths of curves, volumes, solids of revolution, and areas of surfaces of revolution. Prerequisite: Math 201.

- T 204. **Descriptive Geometry** 3
Graphic analysis of space problems involving points, lines, planes, connectors, and a combination of these. Practical design problems will be stressed with analytical verification where applicable. Visualization shall be stressed on every problem.

PHILOSOPHY

201. **Survey of Philosophy** 3
An introduction of the basic problems of philosophy and an introductory survey of the historical development of Western philosophy from Socrates to Sartre.

HEALTH AND PHYSICAL EDUCATION

- 101-102. **Physical Education** 1-1
Basically designed for the development of muscular strength, muscular endurance and cardiorespiratory endurance factors. This is accomplished by engaging in various vigorous individual, dual, and group activities. Self evaluation involves physical fitness testing, sport-type and stunt-type motor educability testing. Health knowledge and physiology of exercise information is an integral part of this course.
- 201-202. **Physical Education** 1-1
Phase I: Major emphasis is on activities that develop a high degree of physical fitness, with individual motor skill development stressed. Phase II: Skill development in activities that the individual student might engage in after graduation from college.
- 105,106. **Hygiene** 1,1
Designed to present basic personal health knowledge, and to develop proper health habits and attitudes in the individual.

PHYSICS

- 201-202. **General Physics** 4-4
Mechanics, heat, sound, light and electricity. Examples and experiments given throughout the entire course with a view to rendering it practical. Training in the manipulation of instruments, and prac-

tice in properly recording and reducing the experimental data. Three class hours, three laboratory hours. Prerequisite: Math 101-102.

204. **Meteorology** 4
 Atmosphere, observation and instruments, evaporation, condensation, precipitation, adiabatic temperature changes, stability and instability, temperature variations and their relation to weather phenomena, wind systems, air masses, fronts, cyclones and anticyclones, weather analysis, weather forecasting, weather maps and sequence reports, and climate. Three class hours, three laboratory hours.

PSYCHOLOGY

201. **General Psychology** 3
 An introductory course intended to give the student a general knowledge of the phenomena of the mind, to lay the foundation for further psychology work, and to provide a psychological basis for the study of education, sociology and philosophy.

SOCIOLOGY

201. **Introductory Sociology** 3
 The origins and development of culture, the nature of personality and its relation to society, forms of collective behavior, community and social organization, and the basic social problems.

- T 101. **Industrial Psychology: Human Relations** 3
 Principles of interpersonal relations including a consideration of motivation, feelings, emotions, and learning with reference to their applications to on-the-job situations; personal and group dynamics and self-adjustment.

- T 220. **Industrial Organization & Management** 3
 Organizational structure for industrial management; operational and financial activities, including accounting, budgeting, banking, credit and industrial risk, forecasting of markets, selection and layout of physical facilities; selection, training and supervision of personnel as found in typical industrial organizations.

SPANISH

- 101-102. **Elementary Spanish** 3-3
 Pronunciation, grammar, oral and written exercises, conversation, dictation and essay, introductory reading material. Students who have

have acquired two high school units in Spanish may not take Spanish 101-102.

151-152. **Intermediate Spanish** 3-3
For students with two years high school or one year college Spanish. Systematic review of Spanish grammar with some written composition and oral practice and with further reading of modern prose (short stories, drama, etc.), both Spanish and Spanish-American writers. Prerequisite: Spanish 101-102 or two years of high school Spanish.

201-202. **Spanish Conversation** 3-3
First semester: Spanish conversation and composition. The object is to give students practice in spoken Spanish and in original composition. Second semester: Spanish conversation and civilization. Subjects of general interest are discussed in Spanish. Different phases of Spanish and Spanish-American Civilization are considered.

VOCATIONAL EDUCATION PROGRAM



OBJECTIVES OF THE VOCATIONAL DEPARTMENT:

The purpose of the vocational department is to guide youth and adults in acquiring vocational competency in the knowledge and skills that will help them to become well-adjusted, useful, and self-supporting citizens.

The courses are designed to prepare for initial employment retraining for new skills, or for advancement in their chosen vocation. Students are expected to acquire the skills and technical knowledge that become assets for employment in business and industry.

GENERAL REQUIREMENTS:

An applicant to the full-time day programs must present a certificate of graduation and a transcript of his record from a recognized high school or he may present a High School Equivalency Certificate.

An applicant must be 18 years of age and not attending a school at the high school level. A General Aptitude Test Battery must be taken at the Employment Security Commission and results forwarded to the College.

CLASS ATTENDANCE:

Students are expected to attend all classes. Make-up work to cover materials of missed classes is expected of the student.

Absences for any reason are the responsibility of the student, and missing more than twenty-five percent of the class meeting hours subjects the individual to be dropped from the course with a grade of "F". The student may appeal to the Dean of the Technical and Vocational Division in the case of extreme emergency.

SYSTEM OF GRADING:

A - Excellent	4 grade points
B - Good	3 grade points
C - Fair	2 grade points
D - Passing	1 grade point
F - Failure	0
I - Incomplete	0

A grade of "I" (Incomplete) must be removed before the end of the following semester, or it will automatically be changed to an "F" and the subject must be repeated.

WITHDRAWALS:

A student who withdraws from the vocational day program is expected to confer with his advisor and clear through the Dean of the Technical and Vocational Division and the business office. Any student who leaves the program without written permission will receive a mark of "F" in all courses. Application for withdrawal should be made to the office of Technical-Vocational Education.

REQUIREMENTS FOR DIPLOMA OR CERTIFICATE:

A certificate of completion is awarded the student who successfully completes the prescribed trade or adult program of instruction.

Award of certificates is also based upon the following requirements:

1. A minimum quality point average of 2.0 ("C" average).
2. Payment of all financial obligations owed to the College.

A certificate of graduation and pin will be given the students who successfully complete the Nursing Program.

TUITION COSTS:

All students are required to pay a \$2.00 registration fee that is not refundable.

The Nurse program has an annual fee of \$120.

Part-time vocational courses are \$9 each.

Full-time day vocational programs are \$45 per semester.

Out of state student tuition is \$112.50 per semester.

REGISTRATION:

Students must register on the day designated for registration. Late registration is permitted within one week after classes start but only with the approval of the Registrar and Dean and upon payment of a \$2.00 late registration fee.

REFUNDS:

Refunds of two-thirds of the tuition paid will be made when withdrawal occurs before the end of the first month of the semester. This policy applies to evening school as well as day school, but not to the Summer Session.



PROGRAMS OF STUDY

Automotive Mechanics Trade

FIRST SEMESTER		HOURS PER WEEK		
	Course Title	Class	Lab.	Shop Prac.
V 1210	Automotive Engines	3	0	9
V 1200	Fundamentals of Mathematics	5	0	0
V 1220	Blueprint Reading I	5	0	0
V 1010	Reading Improvement	2	0	0
		15	0	9

SECOND SEMESTER

V 1220	Automotive Electrical & Fuel Systems	3	0	12
V 1230	Vocational Mathematics	3	0	0
V 1040	Applied Physics I	1	2	0
V 1240	Structure of Metals	3	0	0
V 1020	Communication Skills	2	0	0
		12	2	12

THIRD SEMESTER

V 1240	Automotive Power Train Systems	3	0	6
V 1230	Automotive Chassis & Suspension	2	0	6
V 1010	Human Relations	2	0	0
V 1020	Industrial Organizations	2	0	0
V 1010	Automotive Air Conditioning	2	0	0
V 1050	Applied Physics II	1	2	0
V 1270	Oxyacetylene Welding	1	2	0
		13	4	12

Machinist Trade

FIRST SEMESTER

V 1210	Machine Shop Theory & Practice I	3	0	15
V 1200	Fundamentals of Mathematics	5	0	0
V 1220	Blueprint Reading I	5	0	0
V 1010	Reading Improvement	2	0	0
		15	0	15

SECOND SEMESTER

HOURS PER WEEK

	Course Title	Class	Lab.	Shop Prac.
V 1220	Machine Shop Theory & Practice	3	0	13
V 1230	Vocational Mathematics	3	0	0
V 1230	Blueprint Reading II	1	0	0
V 1040	Applied Physics I	1	2	0
V 1240	Structure of Metals	3	0	0
V 1020	Communications Skills	2	0	0
		—	—	—
		13	2	13

THIRD SEMESTER

V 1230-1250	Machine Shop Practice	0	0	13
V 1050	Applied Physics II	1	2	0
V 1010	Human Relations	2	0	0
V 1260	Heat Treating Practice	0	0	3
V 1010	Industrial Specifications	2	0	0
V 1020	Industrial Organizations	2	0	0
V 1270	Oxyacetylene Welding	1	2	0
		—	—	—
		8	4	16

Radio-Television Repair

FIRST SEMESTER

V 1200	Fundamentals of Mathematics	5	0	0
V 1220	Electronic Fundamentals	7	5	15
V 1010	Reading Improvement	2	0	0
		—	—	—
		14	5	15

SECOND SEMESTER

V 1230	Vocational Mathematics	3	0	0
V 1250	Radio & Receiver Service	3	5	13
V 1030	Management Procedure	3	0	0
V 1040	Applied Physics I	1	2	0
V 1020	Communication Skills	2	0	0
		—	—	—
		12	7	13

THIRD SEMESTER

V 1270	TV & Receiver Service	10	5	13
V 1010	Human Relations	2	0	0
V 1050	Applied Physics II	1	2	0
		—	—	—
		13	7	13

Sheet Metal Trade

FIRST SEMESTER

HOURS PER WEEK

	Course Title	Class	Lab.	Shop Prac.
V 1110	Sheet Metal Theory & Practice I	3	0	15
V 1200	Fundamentals of Mathematics	5	0	0
V 1220	Blueprint Reading I	5	0	0
V 1010	Reading Improvement	2	0	0
		—	—	—
		15	0	15

SECOND SEMESTER

V 1120	Sheet Metal Theory & Practice II	3	0	13
V 1230	Vocational Mathematics	3	0	0
V 1230	Blueprint Reading II	1	0	0
V 1040	Applied Physics I	1	2	0
V 1240	Structure of Metals	3	0	0
V 1020	Communication Skills	2	0	0
		—	—	—
		13	2	13

THIRD SEMESTER

V 2110	Sheet Metal Practice	0	0	13
V 1050	Applied Physics II	1	2	0
V 1010	Human Relations	2	0	0
V 1260	Heat Treating Practice	0	0	3
V 1010	Industrial Specifications	2	0	0
V 1020	Industrial Organizations	3	0	0
		—	—	—
		8	2	16

Welding Trade

FIRST SEMESTER

V 1200	Oxyacetylene Welding & Cutting	3	0	12
V 1200	Fundamentals of Mathematics	5	0	0
V 1220	Blueprint Reading I	5	0	0
V 1010	Reading Improvement	2	0	0
		—	—	—
		15	0	12

SECOND SEMESTER

HOURS PER WEEK

	Course Title	Class	Lab.	Shop Prac.
V 1110	Arc Welding	3	0	12
V 1230	Vocational Mathematics	3	0	0
V 1170	Basic Electricity	3	0	0
V 1270	Blueprint Reading II	1	0	0
V 1240	Structure of Metals	3	0	0
V 1020	Communication Skills	2	0	0
		—	—	—
		15	0	12

THIRD SEMESTER

V 1120	Mechanical Testing & Inspection	0	0	6
V 1130	Inert Gas Welding	1	0	3
V 1140	Introduction to Pipe Welding	3	0	9
V 1010	Human Relations	2	0	0
V 1020	Industrial Organizations	3	0	0
		—	—	—
		9	0	18

COURSES OF INSTRUCTION



GENERAL EDUCATION

- V 1040 **APPLIED PHYSICS I:**
Introductory physics and its applications. Systems of measurement, theory of matter, properties of solids, liquids, and gases.
- V 1050 **APPLIED PHYSICS II:**
Basic principles of electricity, types of electricity and its production, transmissions, and transformation. Such factors as the electron theory, electrical measurement, magnetism, electromagnetism, and the magnetic effects of electricity constitute major areas of study. Prerequisite: V 1040 Applied Physics I.
- V 1220 **BLUEPRINT READING I:**
Interpretation and reading of blueprints. Information on the basic principles of the blueprint; lines, views, dimensioning procedures and notes.
- V 1230 **BLUEPRINT READING II:**
Further practice in interpretation of blueprints as they are used in industry; study of prints supplied by industry; making plans of operations; introduction to drafting room procedures; sketching as a means of passing on ideas, information and processes. Prerequisite: V 1220 Blueprint Reading I.
- V 1020 **COMMUNICATION SKILLS:**
Development of ability to communicate effectively through the medium of good language usage in speaking and writing. Organizing thoughts, and presenting thoughts effectively in connection with problems.
- V 1200 **FUNDAMENTALS OF MATHEMATICS:**
Practical number theory. Analysis of basic operations: addition, subtraction, multiplication, and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurements of surface and volumes. Introduction to algebra used in trades and shop practices. Practice in depth.

- V 1260 **HEAT TREATING PRACTICE:**
Working knowledge of the methods of treating ferrous and non-ferrous metals. The effects of hardening, tempering, and annealing upon the structure and physical properties of metals. Trainees will be given the opportunity to acquaint themselves with the equipment and processes of heat treating. Prerequisite: V 1240 Structure of Metals.
- V 1010 **HUMAN RELATIONS:**
Development of understanding of relationships to other persons through some of the basic principles of human psychology. The problems of the individual and his work situation are studied in relation to the established organization of modern business and industry and in relation to government practices and labor organization, with special emphasis on the operating responsibilities of good management.
- V 1020 **INDUSTRIAL ORGANIZATIONS:**
Methods, techniques, and practices of modern management in planning, organizing and controlling operations of a manufacturing concern. Introduction to the competitive system and the factors constituting product cost.
- V 1010 **INDUSTRIAL SPECIFICATIONS:**
Organizing and studying machine tool and hand tool specifications, job sheets and procedure sheets. Catalogs, specifications sheets, and manufacturer's handbooks serve as reference sources.
- V 1030 **MANAGEMENT PROCEDURES:**
An introduction to the business world, problems of small business operation, basic business law, business records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business and employer-employee relations.
- V 1010 **READING IMPROVEMENT:**
A concentrated effort to improve the student's ability to comprehend what he reads by training him to read more rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition.
- V 1240 **STRUCTURE OF METALS:**
Elementary and practical approach to metals, their structure, markings, classifications and uses. Interpretation of properties and specifications of steels by use of manuals, catalogs, charts, etc.

V 1230

VOCATIONAL MATHEMATICS:

Fundamental geometric concepts and construction of plane and solid figures, surface and volume measurements, and related problems; introduction to trigonometry of the right triangle. Introduces gear ratio, lead screw and indexing problems with emphasis on application to vocational training. Practical applications and problems furnish the trainee with experience in geometric propositions and trigonometric relations to shop problems; concludes with an introduction to compound angle problems. Prerequisite: V 1200 Fundamentals of Mathematics.

AUTOMOTIVE MECHANICS TRADE

V 1010

AUTOMOTIVE AIR CONDITIONING:

General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system. Prerequisite: V 1050 Applied Physics II.

V 1230

AUTOMOTIVE CHASSIS & SUSPENSION:

Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, steering and braking systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, front end, types and servicing of brakes. Prerequisite: V 1220 Automotive Electrical and Fuel Systems.

V 1220

AUTOMOTIVE ELECTRICAL & FUEL SYSTEMS:

A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system. Prerequisite: V 1210 Automotive Engines.

V 1210

AUTOMOTIVE ENGINES:

Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in automotive repair work. Study of the construction and operation of components of automotive engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing.

- V 1240 AUTOMOTIVE POWER TRAIN SYSTEMS:**
Principles and functions of automotive power train systems; clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair. Prerequisite: V 1050 Applied Physics II, V 1230 Automotive Chassis & Suspension.

MACHINIST TRADE

- V 1210 MACHINE SHOP THEORY & PRACTICE I:**
An introduction to the machinist trade and the potential it holds for the craftsman. Deals primarily with the identification, care and use of basic hand tools and precision measuring instruments. Elementary layout procedures and processes of lathe, drill press, grinding (off-hand) and milling machines will be introduced both in theory and practice.
- V 1220 MACHINE SHOP THEORY & PRACTICE II:**
Advanced operations in layout tools and procedures, power sawing, drill press, surface grinder, milling machine and shaper. The students will be introduced to the basic operations on the cylindrical grinder and will select projects encompassing all the operations, tools and procedures thus far used and those to be stressed throughout the course. Prerequisite: V 1210 Machine Shop Theory & Practice I.
- V 1230-1250 MACHINE SHOP PRACTICE:**
Advanced work on lathes, grinders, milling machines and shaper. Introduction to basic indexing, cutting and measuring of gears and wheels. The trainee will use precision tools and measuring instruments such as vernier height gages, protractors, comparators, etc. Development of class project using previously learned procedures in planing, blueprint reading, machine operations, final assembly and inspection. Special procedures and operations, processes and equipment, observing safety procedures faithfully and establishing of good work habits and attitudes acceptable to the industry. Prerequisite: V 1210 Machine Shop Theory & Practice I, V 1220 Machine Shop Theory & Practice II.
- V 1270 OXYACETYLENE WELDING:**
Basic welding procedures and practice. The trainee will gain experience in the gas welding of small parts and tools. This course will present gas welding as it may be used by the machinist in the repair and manufacture of tools and equipment.

RADIO-TELEVISION REPAIR

V 1220

ELECTRONIC FUNDAMENTALS:

A study of DC and AC current, vacuum tubes and circuits, amplifier systems, voltage and power amplifiers, oscillators and demodulator circuits.

V 1250

RADIO & RECEIVER SERVICE:

Principles of radio reception and practices of servicing; included are block diagrams of radio receivers, servicing techniques of AM and FM receivers by resistance measurements, signal injection, voltage analysis. Use of testing equipment. Prerequisite: V 1220 Electronic Fundamentals.

V 1270

TV RECEIVER SERVICE:

A study of principles of television receivers, alignment of radio and intermediate frequency amplifiers, adjustment of horizontal and vertical sweep circuits will be taught. Techniques of troubleshooting and repair of TV receivers with the proper use of associated test equipment will be stressed. Additional study of more specialized servicing techniques and oscilloscope waveform analysis will be used in the adjustment, troubleshooting and repair of the color television circuits. Prerequisite: V 1220 Electronic Fundamentals, V 1250 Radio and Receiver Service.

SHEET METAL TRADE

V 1110

SHEET METAL THEORY & PRACTICE I:

An introduction to the sheet metal trade and the potential it holds for the craftsman. Deals primarily with the identification, care, and use of basic hand tools and measuring tools. Elementary layout procedures and processes of the shear, drill press, and bar folder will be introduced both in theory and practice.

V 1120

SHEET METAL THEORY & PRACTICE II:

Advanced operations in layout tools and procedures, power sawing, drill press, power sanding, bracing, and riveting. The students will select projects encompassing all the operations, tools and procedures thus far used and those to be stressed throughout the course. Prerequisite: V 1110 Sheet Metal Theory & Practice I.

V 2110

SHEET METAL PRACTICE:

Advanced work in sheet metal. Manufacturing of sheet metal dies. Development of class projects using previously learned procedures

in planning, blueprint reading, machine operations, final assembly and inspection. Special procedures and operations. Processes and equipment. Observing safety procedures faithfully and establishing of good work habits and attitudes acceptable in the industry. Prerequisite: V 1110 Sheet Metal Theory & Practice I, V 1120 Sheet Metal Theory & Practice II.

WELDING TRADE

V 1110

ARC WELDING:

The operation of AC transformers and DC motor generator arc welding sets. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weakness in welding. Safety procedures are emphasized throughout the course.

V 1170

BASIC ELECTRICITY:

Study of basic theories of electricity, types of electricity, electron theory, electricity by chemical action, friction and magnetism, induction, voltage, horsepower, amperage, wattage, transformers, wiring, and resistance.

V 1130

INERT GAS WELDING:

Introduction and practical operations in the use of inert-gas shield arc welding. A study will be made of the equipment, operation, safety and practice in the various positions. A thorough study of such topics as: principles of operation, shielding gases, filler rods, process variations and applications, manual and automatic welding. Prerequisite: V 1120 Mechanical Testing & Inspection.

V 1140

INTRODUCTION TO PIPE WELDING:

Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Section IX of the ASME Code. Prerequisite: V 1110 Arc Welding.

V 1120

MECHANICAL TESTING & INSPECTION:

The standard methods for mechanical testing of welds. The student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered

are: bend, destructive, free-bend, guided-bend, nick-tear, notched-bend, tee-bend, nondestructible, V-notch, Charpy impact, etc. Pre-requisite: V 1110 Arc Welding.

V 1200

OXYACETYLENE WELDING & CUTTING:

Introduction in the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, assembly of units. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead position, brazing, hard and soft soldering. Safety procedures are stressed throughout the program of instruction.



PRACTICAL NURSE EDUCATION



PRACTICAL NURSE EDUCATION

Practical Nursing I — Fundamentals of Practical Nursing

Central Objectives: To provide an educational background that will enable the learner to render safe and effective bedside nursing to patients of all ages and backgrounds, whose health situation has created a need for nursing assistance in matters of daily living.

Unit I — Introduction to Practical Nursing.

Unit II — Understanding self and others.

Unit III — Becoming a Health Worker.

Unit IV — The Patient's Environment.

Unit V — The Nursing Plan.

Unit VI — Needs of the Dependent Patient.

Unit VII — Observing and Reporting.

Course Material:

Basic Science — Body Structure

Bacteriology

Basic Nutrition

Nursing — History

Introduction to Patient Needs

Drugs

Diet Therapy

Health — Personal, Physical, and Mental

Family

Community

Vocational Adjustments — Introduction to Ethics

Introduction to Legal Ethics of Nursing

Communications in Human Relations

Course Hours:

Time allotment = 330 hours

One quarter = 11 weeks

55 school days

6 hours per day

Admission Requirements:

- Must be a citizen of the United States.
- Must present evidence of having completed four years of high school, or pass the High School Equivalency Examination.
- Must be in good physical and mental health.
- Must have written evidence of physical examination by family physician and examination by dentist before admission.
- Must be between the ages of 17 and 50.
- Must be of good moral character as verified by three references from persons other than relatives.
- Must satisfactorily pass pre-entrance tests.

Practical Nursing II —

Central Objective: To learn to recognize and meet nursing needs of Medical-Surgical patients of all ages, of Maternity patients, and of normal newborn infants.

Unit I — Nursing needs related to altered body function.

Unit II — Therapeutic methods in Nursing.

Unit III — PED. — Introduction to care of sick child.

O. B. — Introduction to Maternity Nursing.

Med.-Surg. — Introduction to Medical-Surgical Nursing.

Unit IV — Nursing Needs of Surgical Patients.

Unit V — Administration of Oral Medications.

Unit VI — Needs of patients with a long term illness.

Unit VII — Needs of patients with communicable diseases.

Course Materials:

Nursing theory

Procedures

Medications

Basic Science

Diet Therapy

Communications and Human Relations

Summary of Unit Hours:

Units I through VII —

Time allotment: 149 - 213 hours instruction

Prerequisite: Practical Nursing I

Practical Nursing III —

Central Objective: To learn to render effective nursing assistance to patients with common diseases of a subacute nature, including maternity patients with

complications and newborn infants with or without complications.

Unit I — PED. - Needs of children in common illnesses.

O. B. - Needs of maternity patients with complications and
Newborn infants with common disorders..

Med.-Surg. - Medical-Surgical patients with altered respiratory
functions.

Unit II — Needs of patients with altered Circulatory Function.

Unit III — Needs of patients with altered Gastro-Intestinal Function.

Unit IV — Needs of patients with altered Musculo-Skeletal Function.

Unit V — Needs of patients with altered Genito-Urinary Function.

Unit VI — Needs of patients with altered Endocrine Function.

Unit VII — Needs of patients with altered Nervous System Function.

Course Material:

Nursing Theory

Procedures

Medications

Basic Science

Diet Therapy

Communications and Human Relations

Community Resources

Clinical Experience — consists of guided activities in all fields of Nursing and is planned to parallel with classroom instruction.

Summary of Unit Hours — Practical Nursing III:

Units I through VII

Time allotment: 146 - 211 hours - Instruction - 420 hours PED. and O. B.

Prerequisite - Practical Nursing I and II.

Practical Nursing IV:

Central Objective: To assist the student in her role as a beginning graduate Practical Nurse in seeking further education through experiences in her vocation, in active participation in community and Civic organizations, and completing her course of study in the Practical Nurse Education Program with basic knowledge in First Aid and Civil Defense.

Unit I — Vocational adjustments II.

Unit II — Professional Relationships II.

Unit III — Career Opportunities.

Unit IV — Complex and Advanced Nursing.

Unit V — First Aid and Disaster Nursing.

Unit VI — The Practical Nurse in Civil Defense.

Course Material:

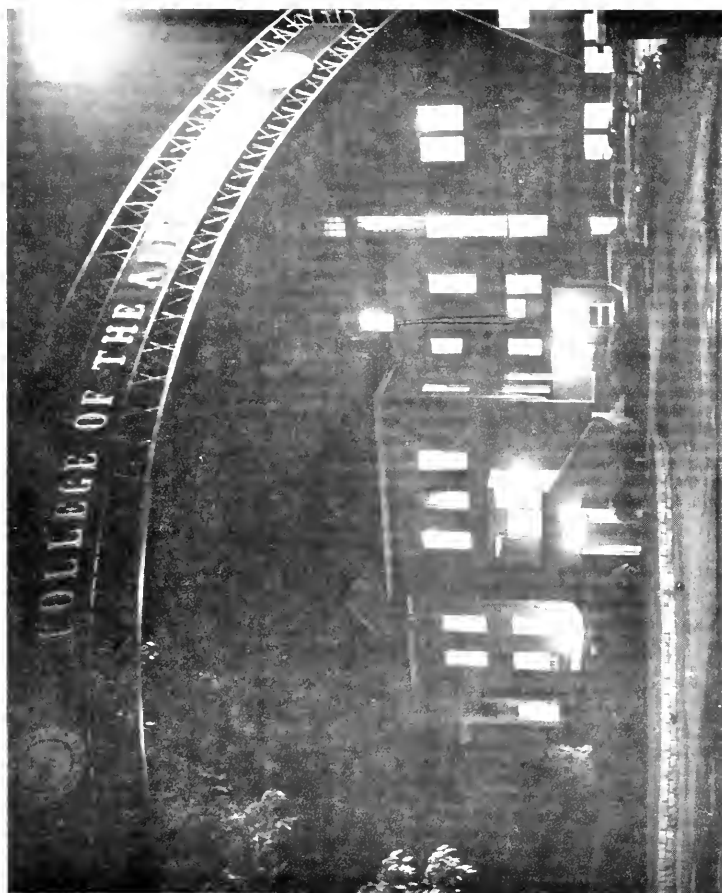
Principles of Ethics
Vocational Relationships
Med.-Surg.; O. B.; PED. Nursing
First Aid; Disaster and Civil Defense

Course Hours - 400

The required total minimum hours of class and Nursing practice by the North Carolina Board of Nurse Registration and Nurse Education is 1420 distributed over a period of one year.

Prerequisites - Practical Nurse I, II, III , IV.





PART-TIME EVENING PROGRAM



GENERAL INFORMATION

The part-time evening classes at the College of The Albemarle are developed to fit the needs of industry, business, and individual training desired by individuals of the area. Due to the flexibility of these programs, courses are tailored to specific needs. New programs are initiated as the need is indicated by surveys, interviews, and sufficient enrollment in individual classes.

The courses listed below are scheduled for two evenings per week throughout the normal school year. Short courses are anticipated during summer sessions. These courses are subject to change but are typical of the types of programs being offered. Credit will be given for these courses leading towards certification in skills being given on a full-time day program.

COURSE DESCRIPTIONS

V 1210 AUTOMOTIVE ENGINES

This is a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair, or adjust automotive vehicles. Manual skills are developed in practical shop work. Thorough understanding of the operation principles involved in the modern automobile comes in class assignments, discussion, and shop practice.

V 1220 BLUEPRINT READING I

Instructional content includes interpretation and reading of blueprints. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes.

V 1220 ELECTRONICS I

Basic electronic theory and practice with emphasis on component identification, color codes, schematics, and layout techniques. Introduction to typical electronic systems as found in industry.

V 1221 ELECTRONICS II

The advanced electronics study is designed to increase the student's understanding of electronic circuit elements and their application in circuitry used for wave shaping, pulse techniques, diode switching, multivibrator usage, various amplifier designs, clipper and clamping circuits, synchro and servo systems, and others. Design and analysis of vacuum tube and transistor circuits are included in this course of study.

V 1050 GENERAL DRAFTING

Introduction to drafting for students needing a knowledge of drawing principles and practices for reading and describing objects in the graphic language. The

student is expected to gain basic skills in drawing with instruments, lettering, geometrical constructions, freehand sketching, and describing objects orthographically with principal views. Freehand sketching and orthographic reading are to be emphasized.

V 1210 MACHINE SHOP THEORY AND PRACTICE

Identification, care and use of basic hand tools and precision measuring instruments. Elementary layout procedures and processes of lathe, drill press, grinding (off-hand) and milling machines will be introduced both in theory and practice.

V 1220 RADIO-TV REPAIR

This course provides students with theory and practical knowledge of the electrical, electronic, radio and television principles involved in the operation, inspection, installation, adjustment, testing, and servicing of radio, black and white and color television receivers and their components. This training is integrated with actual work on receiver sets and parts.

V 1200 SHEET METAL THEORY & PRACTICE

This course includes the layout of fundamental sheet metal fittings; the proper use and care of hand tools and machines; square shears, drills, hand brakes, power flanger, lock forms, rolls, rotary machines, and punch press; proper soldering procedures and welding. Emphasis is placed on blueprint reading and sheet metal layout work.

V 1200 SHOP MATHEMATICS

Practical number theory. Analysis of basic operations: addition, subtraction, multiplication, and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volume. Introduction to algebra used in trades and shop practices.

V 2070 TRANSISTOR THEORY

This course is designed to enable the student to understand transistor theory, the design of transistor amplifier, oscillator and switching circuits, and application in commercial and industrial equipments. Theory will include junction diodes, transistor triodes, tunnel and zener diodes with associated circuitry.

V 1100 WELDING

This course teaches the student the operation and care of all machine, tools, and equipment. Selection of welding rods, electrodes and fluxes, characteristics of good welding and brazing, the identification and behavior of various metals and alloys, personal and shop safety. Emphasis is placed on sketching, drawing, and blueprint reading.

ADULT EDUCATION

The Adult Education department of the College of The Albemarle offers an increasing variety of courses and programs for persons over 18 years of age who are not in high school.

The continuing development of adult programs is based upon the community's particular and varied needs in areas of formal academic learning, cultural advancement, vocational improvement and creative personal interests.

Accordingly, academic courses range from adult literacy training through high school certificate preparation and college-credit classes to some specialized graduate studies. (Graduate-level courses are offered in cooperation with the Extension Department of East Carolina College.)

Non-credit courses, workshops and study groups in human relations, life problems and social action are available according to interest and demand, as are programs in art, arts and crafts, drama, dancing and music.



COLLEGE CREDIT COURSES IN THE EVENING PROGRAM OF ADULT EDUCATION

College level courses meet **once a week**, Monday, Tuesday, Wednesday, or Thursday, from 7:00 p.m. to 9:45 p.m., offering three semester hours of college credit per course. Each night class meeting is the equivalent of three daytime fiftyminute classes, or one week of daytime class work.

The cost of evening college credit courses is:

Tuition per 3 hour course	\$12.00
Registration fee	2.00

All evening college credit courses are offered subject to a minimum enrollment of 10.

Evening college credit courses taught during the Academic Year 1964-65 included Spanish, American History, English Composition, English Literature, Business Organization and Management, History of Western Civilization, History of Music, General Psychology, College Algebra, Philosophy and Accounting.

Announcement of adult courses and programs to be offered for the Academic Year 1965-66 will be available in a separate catalogue.

ANALYSIS OF STUDENT ENROLLMENT

FALL SEMESTER 1964-65

College Level Programs

College Parallel

	Men	Women	Total
FRESHMEN	89	54	143
SOPHOMORES	22	22	44

Technical

FRESHMEN	10		10
Evening School	44	46	90

Total College Level Enrollment	165	122	287
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Vocational Programs

Day School	14	29	43
Evening School	125		125
Total Vocational Enrollment	139	29	168

TOTAL COLLEGE AND VOCATIONAL ENROLLMENT	304	151	455
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SUMMARY BY COUNTIES

	College Level	Vocational	Total
Pasquotank	172	127	299
Perquimans	28	15	43
Camden	21	13	34
Currituck	11	5	16
Dare	10	1	11
Chowan	9	1	10
Washington	7	2	9
Gates	5	1	6
Bertie	3	0	3
Tyrrell	1	1	2
Hyde	2	0	2
Pitt	2	0	2
Halifax	1	0	1
Rutherford	1	0	1
Randolph	1	0	1
Martin	1	0	1
Hertford	1	0	1
Alamance	1	0	1
Craven	1	0	1
Beaufort	1	0	1

SUMMARY BY STATES

North Carolina	280	165	445
Virginia	5	0	5
Pennsylvania	0	3	3
Connecticut	1	0	1
New Jersey	1	0	1
	<hr/> 287	<hr/> 168	<hr/> 455

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COLLEGE OF THE ALBEMARLE
GYMNASIUM - AUDITORIUM

